

These guidelines replace the FY 2004/2005 *Literature Fellowships* guidelines for Creative Writing.

# Literature Fellowships: Creative Writing, FY 2006/2007

**FINAL**



**NATIONAL ENDOWMENT FOR THE ARTS  
APPLICATION GUIDELINES**

## Application Calendar

Category	Application Postmark (or Other Proof of Mailing) Deadline	Earliest Announcement of Grant Award or Rejection	Earliest Beginning Date for Arts Endowment Period of Support
Creative Writing Fellowships:			
Fiction and			
Creative Nonfiction (FY 2006)	March 1, 2005	December 2005	January 1, 2006
Poetry (FY 2007)	March 1, 2006	December 2006	January 1, 2007

**Late, ineligible, and incomplete applications will be rejected.** We strongly recommend that you send material "return receipt requested." **Without proof of mailing from the delivery service, the Arts Endowment will not accept applications that are delayed or lost in the mail.**

In the event of a major emergency that affects a large number of applicants for an extended period of time (e.g., a multi-state power outage or a natural disaster such as a hurricane), the Chairman of the National Endowment for the Arts may decide to adjust application deadlines. If this occurs, it will be announced on the Arts Endowment's Web site.

The Arts Endowment will not accept any application material by electronic transmission (e.g., FAX or e-mail) unless such submission is requested by Arts Endowment staff.

Please do not seek information on the status of your application before the announcement date that is listed above.

### If you have questions:

**Visit:** Our Web site at [www.arts.gov](http://www.arts.gov) to download these guidelines and for further information about the agency and funding opportunities.

**Call:** 202/682-5034



202/682-5496 Voice/T.T.Y. (Text-Telephone, a device for individuals who are deaf or hard-of-hearing)



Individuals who do not use conventional print may access these guidelines on the Web site or contact the Arts Endowment's Office for AccessAbility at 202/682-5532 for help in acquiring an audio recording of these guidelines.

**Write:** Literature Fellowships: Creative Writing  
National Endowment for the Arts  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506-0001

The National Endowment for the Arts continues to experience lengthy delays in the delivery of First-Class and Priority mail. In addition, contents are subject to an irradiation process that may damage material. See "How to Prepare and Submit an Application" for further information.

January 2005

---

**From the Chairman**

The National Endowment for the Arts is a public agency dedicated to supporting excellence in the arts, bringing the arts to all Americans, and providing leadership in arts education. For four decades, the Arts Endowment has encouraged artistic creativity and has supported a diverse range of arts programming of the highest quality. Individuals in small towns, in rural areas and inner cities, and on our nation's military bases now have opportunities to experience and participate in the arts.

The National Endowment for the Arts is the nation's largest annual funder of the arts. In FY 2004, the agency awarded more than 2,100 grants totaling almost \$100 million to arts organizations and artists in all 50 states and the six U.S. jurisdictions. The Arts Endowment has played a key role in helping to develop and nurture our nation's regional theater, dance, opera, orchestras, museums, folk & traditional arts, literary arts, and other art forms that Americans now enjoy.

Through Literature's Creative Writing Fellowships, the Arts Endowment makes a direct investment in American creativity. The program's goal is to encourage the production of new literary work and allow writers the time and means to write. By supporting writers at critical stages of their careers, the National Endowment for the Arts ensures that American readers have access to a diversity of voices who will define the contours of the American experience during the 21st century.

Through outstanding programs such as Literature Fellowships, the Arts Endowment helps to ensure that the United States of America is a nation in which artistic excellence is celebrated, supported, and available to all.

Dana Gioia  
Chairman

## **The National Endowment for the Arts**

The National Endowment for the Arts is the largest annual funder of the arts in the United States. An independent federal agency, the National Endowment for the Arts is the official arts organization of the United States government.

The National Endowment for the Arts awards more than \$100 million annually, investing in every state. The Arts Endowment has played a transformative and sustaining role in the development of regional theater, opera, dance, orchestras, museums, and other arts – both contemporary and traditional – that Americans now enjoy.

### **Mission**

The National Endowment for the Arts is a public agency dedicated to supporting excellence in the arts – both new and established – bringing the arts to all Americans, and providing leadership in arts education.

---

## Grant Program Description

Fellowships in **prose** (fiction and creative nonfiction) or **poetry** are available to published creative writers of exceptional talent. Fellowships enable recipients to set aside time for writing, research, travel, and general career advancement.

This program operates on a two-year cycle with fellowships in prose available in FY 2006 and fellowships in poetry available in FY 2007. **Individuals may apply only once each year.**

Competition for fellowships is extremely rigorous. Potential applicants should consider carefully whether their work will be competitive at the national level.

### We Do Not Fund

- Individuals who previously have received *two or more* Creative Writing or Translation Fellowships from the National Endowment for the Arts.
- Individuals who have received *any* Creative Writing or Translation Fellowship from the National Endowment for the Arts within the ten years prior to the application deadline.
- News reporting.
- Scholarly writing. (Writers who are engaged in scholarly work should contact the National Endowment for the Humanities.)
- Vanity publication or self-publication.
- Work toward academic degrees.

### Deadline and Announcement Dates

#### For FY 2006/Fiction & Creative Nonfiction

Applications will be accepted between January 3, 2005, and March 1, 2005. Do not send applications before January 3, 2005. Complete application packages must be postmarked (or show other proof of mailing) no later than March 1, 2005. Do not expect notification of awards and rejections before late December 2005. The Arts Endowment's support of a fellowship may begin any time between January 1, 2006, and January 1, 2007, and extend for up to two years.

#### For FY 2007/Poetry

Applications will be accepted between January 2, 2006, and March 1, 2006. Do not send applications before January 2, 2006. Complete application packages must be postmarked (or show other proof of mailing) no later than March 1, 2006. Do not expect notification of awards and rejections before late December 2006. The Arts Endowment's support of a fellowship may begin any time between January 1, 2007, and January 1, 2008, and extend for up to two years.

## Award Information

### Grant Amount

Fellowships for Creative Writers are for \$20,000.

### Applicant Eligibility

Creative writers who meet the publication requirements that are listed below are eligible to apply. Applicants must be citizens or permanent residents of the United States. See "How to Prepare and Submit an Application" for the documentation that is required to demonstrate eligibility. Ineligible applications will be rejected.

**An individual may submit only one application per year.** Multiple applications will be rejected. You may not apply for a Creative Writing Fellowship and a Translation Project in the same year. (See *Translation Projects* for more information.)

You are not eligible to apply if you have received two or more Creative Writing or Translation Fellowships (in poetry, fiction, creative nonfiction, belles-lettres, or for translation) from the National Endowment for the Arts. In addition, you may not apply in Prose if you have received any Arts Endowment Creative Writing or Translation Fellowship since October 1, 1996 (FY 1997). You may not apply in Poetry if you have received any Arts Endowment Creative Writing or Translation Fellowship since October 1, 1997 (FY 1998).

Former grantees must have submitted acceptable Final Report packages by the due date(s) for all Arts Endowment award(s) previously received.

You are eligible to apply in **Fiction** if, between January 1, 1998, and March 1, 2005, you have had published:

- At least five different short stories, works of short fiction, or excerpts from novels in two or more literary journals, anthologies, or publications which regularly include fiction as a portion of their format; *or*
- A volume of short fiction or a collection of short stories; *or*
- A novel or novella.

You are eligible to apply in **Creative Nonfiction** if, between January 1, 1998, and March 1, 2005, you have had published:

- At least five different creative essays (such as personal essays, memoirs, etc.) in two or more literary journals, anthologies, or publications; *or*
- A volume of creative nonfiction.

You are eligible to apply in **Poetry** if, between January 1, 1999, and March 1, 2006, you have had published:

- A volume of 48 or more pages of poetry; *or*
- Twenty or more different poems or pages of poetry in five or more literary journals, anthologies, or publications which regularly include poetry as a portion of their format. Up to 16 poems may be in a single volume of poetry of fewer than 48 pages. This volume, however, may count as only one of the required five places of publication.

Applicants may use on-line publications to establish up to fifty percent of their eligibility, provided that such publications have competitive selection processes and stated editorial policies.

You must apply in a specific literary form (i.e., fiction, creative nonfiction, or poetry). You must establish your eligibility in the form in which you apply. No exceptions will be made to the eligibility requirements. **The following may not be used to establish eligibility:**

- Self-publication including work that has appeared in a publication for which you are the editor, publisher, or staff.
- Collaborative work.
- Scholarly writing.
- Instructional writing.
- Journalism.
- Book reviews.
- Editorials/letters to the editor.
- Interviews.
- Student publications and publications which primarily print work by persons who are affiliated with a particular academic institution.
- Vanity press publication. For the purposes of this category, a vanity press is defined as one that does any of the following: requires individual writers to pay for part or all of the publication costs; asks writers to buy or sell copies of the publication; publishes the work of anyone who subscribes to the publication or joins the organization through membership fees; publishes the work of anyone who buys an advertisement in the publication; or publishes work without competitive selection.



---

## How to Prepare and Submit an Application

These application guidelines provide all of the information that you need to submit an application.

**For your application to be considered complete, all items (including the required number of copies) must be included in your application package, which must be postmarked (or show other proof of mailing) no later than March 1, 2005 (for Fiction & Creative Nonfiction) or March 1, 2006 (for Poetry). Applications that are determined to be incomplete will be rejected.** Use the Application Checklist to make sure that you include all required material in your package. You do not need to include the checklist in your application package.

Please follow carefully the instructions below. It is each applicant's responsibility to make certain that his or her application package is complete and accurate. We are unable to contact you in case of omissions or inconsistencies in your submission.

Please submit material in the order and format that is noted below. Keep copies of everything that you send.

### 1. Application Acknowledgment Card and Application Checklist

Self-address a postcard of your own and include it as the first item in your application package. The Arts Endowment will complete the postcard, apply postage, and return it to you to acknowledge receipt of your application.

Also complete the Application Checklist to make sure that all required material has been included in your package. This checklist is for your own use. You do not need to include it in your application package.

### 2. Application Form

Complete and submit the **original** (i.e., a set with an original signature) and **two copies** of the Individual Application Form. Instructions for those items that require explanation are on the form or immediately following the form. When you photocopy your two copies of the completed Application Form, be sure to copy only the form and not the instructions.

Application forms that can be filled out on a computer are available in the Literature Fellowships section of Grants on our Web site. Application forms also may be reproduced on a computer, but they must be identical replicas of the actual forms. Do not add pages. All completed application forms must be mailed to the Arts Endowment in hard copy format as part of the application package.

### 3. Manuscript Material

Your application package must include clearly reproduced copies of one of the following manuscript samples of work that you have written between January 1, 1998, and March 1, 2005 (for Fiction & Creative Nonfiction), or January 1, 1999, and March 1, 2006 (for Poetry), and for which you have sole artistic responsibility:

**Fiction & Creative Nonfiction:**

- **Nine copies** of a minimum of 20 to a maximum of 30 *typescript, double-spaced, and stapled* pages of **short fiction, short stories, or creative nonfiction**; *or*
- **Nine copies** of a **novel excerpt** of a minimum of 20 to a maximum of 30 *typescript, double-spaced, and stapled* pages.

**Poetry:**

- **Nine copies** of 10 *typescript, single-column, and stapled* pages of **poetry**, with no more than one poem per page; *or* one long poem (or section of a long poem) not to exceed 10 *typescript, single-column* pages in length.

Please indicate clearly at the top of the first page of each manuscript sample the literary form of your submission (i.e., fiction, creative nonfiction, or poetry). **Your submission must be in the literary form in which you establish your eligibility.** Indicate whether the submission is complete in itself or an excerpt from a longer work (e.g., excerpt from a novel, long poem, or short story). Titles of stories, novels, or poems should appear at the top of every page.

In addition, include in your application package:

- **One copy** of an unnumbered cover page which lists the legal name and address of the applicant and the title(s) of the work(s) that are submitted. **The applicant's name, initials, address, or other identifying marks must not appear on any other page of the manuscript material that is submitted.**

For the manuscript material, you may submit published work, unpublished work, or work in progress. Do not indicate whether or not the material has been published.

Manuscript material must be legible, clearly reproduced, stapled, and properly collated.

"Typescript" means material that has been produced by a typewriter or a "letter quality" printer. Clear photocopies of this typescript material are acceptable, but do not send onionskin copies. **Photocopies from books or magazines will not be accepted.** All paper should be 8-1/2" x 11"; do not use legal-sized paper. Use a 12 point or larger font. Write the page number in the upper right corner of each page; **staple each copy.** Do not submit manuscripts in folders or binders.

Do not crowd pages. Do not submit more than the maximum number of pages that are allowed; excess pages will be removed.

**Copies of manuscripts cannot be returned. Be sure to keep a copy of what you send.**

#### **4. Proof of Eligibility**

Your application package **must** include proof of your eligibility. For each publication listed in #10 "Summary of Publications" on the application form, send one clearly reproduced copy of each of the following:

- a. Proof of publication (the title page or table of contents of the book or magazine). If a table of contents is used, highlight the page number on which your material begins.
- b. Date of publication (the copyright page or other page with the publication date).
- c. Proof of authorship (e.g., the front cover of a novel or a book of poems, the table of contents page, the first page of a story or poem).

Where applicable, highlight your name as it appears on any of the above.

**These copies cannot be returned; do not send originals.**

Complete application packages must be postmarked (or show other proof of mailing) no later than March 1, 2005 (for Fiction & Creative Nonfiction) or March 1, 2006 (for Poetry).

Late and incomplete applications will be rejected. We strongly recommend that you send material "return receipt requested." Without proof of mailing from the delivery service, the Arts Endowment will not accept applications that are delayed or lost in delivery.

Label your application package as shown below and send it to:

Application Processing  
Room 815  
(Creative Writing Fellowships)  
National Endowment for the Arts  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506-0001

Be sure to include a complete return address on your package.

The National Endowment for the Arts continues to experience lengthy delays in the delivery of First-Class mail. In addition, some or all of the First-Class and Priority mail we receive may be put through an irradiation process. Support material put through this

process has been severely damaged. Until normal mail service resumes, please consider using a commercial delivery service, particularly if you are sending time-sensitive material.

## Important Information About Fellowships for Creative Writers

The following are answers to some of the most commonly asked questions about Fellowships for Creative Writers.

1. In order to apply, you must meet the eligibility requirements by the deadline date. Commitments for future publication or production do not fulfill the requirements. **No exceptions are made to the eligibility requirements.**
2. You are not eligible to apply if you have received two or more Creative Writing or Translation Fellowships from the National Endowment for the Arts at any time in the past. In addition, you may not apply for a FY 2006 fellowship in Prose if you have received any Arts Endowment Creative Writing or Translation Fellowship since October 1, 1996 (FY 1997). You may not apply for a FY 2007 fellowship in Poetry if you have received any Arts Endowment Creative Writing or Translation Fellowship since October 1, 1997 (FY 1998).
3. Only one application is eligible per year. You may not apply for a Creative Writing Fellowship and a Translation Project in the same year.
4. The manuscript submission must be in the literary form in which you establish your eligibility (i.e., fiction, creative nonfiction, or poetry). If you receive a fellowship, however, you will not be limited to writing in that form.
5. You may submit published work, unpublished work, or work in progress; all manuscript submissions, however, must be in typescript or clear photocopies of typescript. Photocopies from books or magazines will not be considered.
6. Manuscripts in languages other than English must be accompanied by nine copies of an English translation. The translation need not be done by the applicant. The application form must be submitted in English.
7. Absolutely no changes or additions in the manuscript will be accepted once it has been submitted.
8. Your work will be evaluated up to the maximum number of pages allowed. Excess pages will be removed.
9. Fiction and creative nonfiction applications are reviewed by an advisory panel primarily composed of prose writers, representing both fiction and creative

nonfiction. Poetry applications are reviewed by an advisory panel primarily composed of poets.

10. Manuscripts are judged anonymously by the advisory panel. If your name, initials, or identifying marks other than the title appear anywhere other than the cover page, your application will be rejected.
11. The manuscript should be representative of your best recent work, published or unpublished. It must be work for which you have sole artistic responsibility. The artistic excellence and artistic merit of the work contained therein are the criteria on which your application will be judged. Choose your manuscript sample carefully.
12. Financial and other kinds of need, the body of past work, geographic location of the applicant, academic career, professional reputation, etcetera, are not criteria for receipt of a fellowship.
13. We cannot accept collaborative works or joint applications. Fellowships are individual grants.
14. The Internal Revenue Code provides that the full amount of a fellowship grant is taxable to its recipient. If you have any questions about your own income tax liability, you should contact the Internal Revenue Service or your tax counsel.

**Please read these guidelines thoroughly before you start to prepare your application package. Failure to follow the guideline instructions or to send a complete application package, with all required material under one cover, will mean that your application will be rejected. We are unable to contact you in case of omissions or inconsistencies in your submission.**

If you have questions about your application, please contact the Literature staff at 202/682-5034.

## **APPLICATION FORMS**

## Instructions for Using Fill-in PDF Application Forms

The application forms are in fill-in PDF format. To access a PDF file, you will need the Adobe Acrobat Reader or Acrobat Approval software. The Acrobat Reader software is free and is available at Adobe's Web site at [www.adobe.com](http://www.adobe.com). Acrobat Approval can be purchased through the Adobe Web site. **CAUTION: Please note that the free Adobe Acrobat Reader does not allow you to save your completed forms. You can save your completed forms if you use Acrobat Approval.**

**If you are using the free Acrobat Reader:** Before you start to fill out a form, please make sure that you have all the correct, final information available. You may wish to print the forms first, fill them out by hand, and ensure their accuracy before filling in the final forms on your computer. **As Adobe Acrobat Reader does not allow you to save the form once it is filled out,** you will be unable to go back and retrieve or edit your information once you close the window containing the forms. You must print out the forms before you close the window or you will lose the information that you have entered. With multi-page documents, you may want to proofread and print each page as you complete it.

**If you are using Acrobat Approval:** You can save, close, and reopen a form as you would a conventional word processing document.

Please note that currently there is no computer-generated computation, validation, or verification of the information that you enter. Form fields simply allow you to type in information; you must ensure it is correct.

To complete the forms:

1. If your cursor is not already in the shape of a "hand," select the "hand" tool from the Acrobat toolbar menu. This will allow you to move the page around to see each portion.
2. Move the "hand" pointer over a form box on the document. The "hand" should turn into an "I-beam." The "I-beam" signifies a "fill-in" section of the form. Click inside the box. You can now type into the box. When the pointer hovers over a check box, button, or item list, it will turn into a hand with one finger pointing. This means you can select the item.
3. Fill out the form by typing text into the appropriate areas and by checking boxes where needed. (Boxes can be checked either by clicking on the box with your mouse or by tabbing into the box and hitting the "enter" key.)
4. To move from field to field, use the Tab key. Shift + Tab will move you to the previous field.
5. Print the form using the "print" icon in the Acrobat toolbar menu, not the print icon or command in your Web browser. If you print using your Web browser's print command instead of the Acrobat command, the contents of the fields might not print properly.

6. Check the printed forms very carefully for any errors, fields that did not print, or omissions. You may go back and make changes to any of the fields in your open document and then reprint it.



Literature Fellowship Application  
**Individual Application**

Read the  
instructions that  
follow this form  
before you start.

OMB No. 3135-0112  
Expires 11/30/2007

This is 12 point type; use type at least this large when completing this form.

Is this your first application to the Arts Endowment? ☐ No ☐ Yes

If no, please check here if your name or permanent address has changed since your last application: ☐

Have you received an Arts Endowment grant before? ☐ No ☐ Yes

1. Legal Name: ☐ Mr. ☐ Ms. First: Last:

If applicable, Pen Name: ☐ Mr. ☐ Ms. First: Last:

2. Permanent Address: Present Address:

ZIP Code (9-digit number):

ZIP Code (9-digit number):

3. Category under which support is requested:

Fellowships for Creative Writers (5211-11) (check one):

For FY 2006: ☐ Fiction ☐ Creative Nonfiction

For FY 2007: ☐ Poetry

4. Period of Support (e.g., 01/01/06 to 03/31/07): / / to: / /

5. Birth Date (use 2-digit numerals): / /

6. U.S. Citizenship: ☐ Yes ☐ No If Permanent Resident, Visa #:

7. Present Employment

Employer:

Position/Occupation:

8. Certification

I certify that the information contained in this application, including all attachments and supporting material, is true and correct to the best of my knowledge. I also certify that I am in compliance with the federal requirements specified under "Assurance of Compliance."

☐ Mr. ☐ Ms. First: Last:

Signature (must agree with legal name in #1): Date: / /

Day Telephone: ( ) ext. Evening Telephone: ( )

E-mail: Fax: ( )



The following items on the form may require clarification.

1. **Name:** Applicants using pen names must list their legal name first on the application. All transactions with the Arts Endowment must be made using the legal name.
2. **Address:** Correspondence concerning the application process will be sent to your "Present Address." Notice of fellowship award or rejection will be sent to your "Permanent Address." You must notify us of any change in either address. If you do not know your 9-digit ZIP Code (also known as "ZIP + 4 Code") you may look it up at <http://www.usps.com/zip4/>.
3. **Category Under Which Support is Requested:** Choose Fiction, Creative Nonfiction, or Poetry.
4. **Period of Support:** A Prose fellowship must be scheduled to begin between January 1, 2006, and January 1, 2007, and may extend up to two years. A Poetry fellowship must be scheduled to begin between January 1, 2007, and January 1, 2008, and may extend up to two years.

Literature Fellowship Application  
**Individual Application** (continued)

Read the  
instructions that  
follow this form  
before you start.

OMB No. 3135-0112  
Expires 11/30/2007

This is 12 point type; use type at least this large when completing this form.

---

Applicant (legal name):

---

9. Description of Fellowship Activity: Complete in the space that is provided. Do not continue on additional pages.

---

10. Summary of Publications to document your eligibility. Attach one additional sheet if necessary.

TITLES	NAME OF MAGAZINE, PRESS, OR PRODUCING COMPANY (INCLUDE CITY & STATE)	PUBLICATION/PRODUCTION DATE(S) AND THE # OF PAGES

---

11. Education:

NAME OF INSTITUTION	MAJOR AREA OF STUDY	INCLUSIVE DATES	DEGREE

---

12. Fellowships or grants previously awarded:

NAME OF AWARD	AREA OF STUDY	INCLUSIVE DATES	AMOUNT

---

13. Prizes/Honors received:

---

14. Membership/professional societies:



The following items on the form may require clarification.

- 9. Description of Fellowship Activity:** Describe how you see your work being advanced by this fellowship; this may include writing, research, travel, etc. Complete in the space that is provided. Do not continue on additional pages.
- 10. Summary of Publications** to document your eligibility: In the space that is provided, list the specific published works that establish your eligibility. (See “Eligibility.”) Note the titles, publishers, publication dates, and the number of pages of your material. One additional page may be attached. You need submit only the minimum amount of material to meet the eligibility requirements.

## Literature Fellowship Application

# Application Checklist

For your application to be considered complete, all items must be included in your application package, which must be postmarked (or show other proof of mailing) no later than March 1, 2005 (for Prose) or March 1, 2006 (for Poetry). Applications that are determined to be incomplete will be rejected. Please complete the checklist below to make sure that all required material has been included in your application package. This is solely for your own use. This checklist does NOT need to be included in your application package.

---

### CREATIVE WRITING FELLOWSHIPS

- ☐ Self-addressed postcard
- ☐ Individual Application Form (one set with an original signature and two copies)

#### *Manuscript Material:*

- ☐ FY 2006/Prose, 20-30 pages of sample text (9 copies)
- ☐ FY 2007/Poetry, 10 pages of poetry (9 copies)
- ☐ Cover page (one copy)
- ☐ Proof of Eligibility for each publication listed (one copy)

#### SEND YOUR APPLICATION PACKAGE TO:

Application Processing  
Room 815  
(Creative Writing Fellowships)  
National Endowment for the Arts  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506-0001

---

## Application Review

### Review Criteria

In reviewing applications for Creative Writing Fellowships, advisory panelists consider solely the **artistic excellence** and **artistic merit** of the work that is submitted. **The identity of the applicant is not known to the panelists.**

### What Happens to Your Application

Applications are evaluated according to the review criteria as set forth in these guidelines.

After processing by Arts Endowment staff, applications are reviewed, in closed session, by advisory panelists in the literature field. Each literature panel comprises a diverse group of arts experts and at least one knowledgeable layperson. Panel membership rotates regularly. Panel recommendations are forwarded to the National Council on the Arts, which then makes recommendations to the Chairman of the National Endowment for the Arts. The Chairman reviews the Council's recommendations and makes the final decision on all grant awards. Applicants are then notified of funding decisions.

Applicants are welcome to attend meetings of the National Council on the Arts and open policy sessions of advisory panel meetings.

---

## Award Administration

### Award Notices

Grant decisions for the *Literature Fellowships: Creative Writing* category are expected to be announced in December 2005 for Prose and December 2006 for Poetry. Note that "announcement" will take the form of a letter.

### General Terms & Conditions

Federal and agency requirements that relate to grants awarded by the National Endowment for the Arts are highlighted in our *General Terms & Conditions*, which is available in the Grants section on the Arts Endowment's Web site at [www.arts.gov/grants](http://www.arts.gov/grants). Included is information on reporting requirements and lobbying prohibitions.

### Assurance of Compliance

**By signing the application form, the Applicant certifies that he or she is in compliance with the statutes outlined below and all related Arts Endowment regulations and will maintain records and submit the reports that are necessary to determine compliance.**

#### 1. Nondiscrimination Statutes

The Applicant certifies that he or she does not discriminate:

- On the grounds of race, color, or national origin (including limited English proficiency), in accordance with **Title VI of the Civil Rights Act of 1964**, as amended (42 U.S.C. 2000d et seq.).
- On the grounds of disability, in accordance with **Section 504 of the Rehabilitation Act of 1973** (29 U.S.C. 794) and the **Americans with Disabilities Act of 1990** ("ADA") (42 U.S.C. 12101-12213). The ADA's requirements apply regardless of whether you receive federal funds.
- On the basis of age, in accordance with the **Age Discrimination Act of 1975** (42 U.S.C. 6101 et seq.).
- On the basis of sex, in any education program or activity, in accordance with **Title IX of the Education Amendments of 1972** (20 U.S.C. 1681 et seq.).

For further information and copies of the nondiscrimination regulations identified above, contact the Arts Endowment's Office of Civil Rights at 202/682-5454 or

202/682-5695 Voice/T.T.Y. For inquiries about limited English proficiency, go to <http://www.lep.gov> or contact the Office of General Counsel at [ogc@arts.endow.gov](mailto:ogc@arts.endow.gov) or 202/682-5418.

2. **Regulations relating to Debarment and Suspension** (45 C.F.R. pt. 1154) in which the Applicant certifies that he or she is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency, nor has, within the three years preceding the submission of this application, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with a public (federal, state, or local) transaction or a contract under a public transaction; for violation of federal or state antitrust statutes; for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; had any public transactions terminated for cause or default; or is presently indicted for or otherwise criminally or civilly charged by a governmental entity with any of the preceding offenses.
3. **Federal Debt Status** (OMB Circular A-129). The applicant certifies that he or she is not delinquent in the repayment of any federal debt, or if he or she is, provides explanatory information. Examples of relevant debt include student loans, delinquent payroll or other taxes, audit disallowances, and benefit overpayments.
4. **Labor Standards** (29 C.F.R. pt. 505). The applicant certifies that, if awarded a grant, he or she will comply with the labor standards set out in **Labor Standards on Projects or Productions Assisted by Grants from the National Endowments for the Arts and Humanities**.
5. **The Drug-Free Workplace Act of 1988** (41 U.S.C. 701 et seq. and 45 C.F.R. pt. 1154)

The Applicant certifies that:

- (a) **If awarded a grant, he or she will not engage in** the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any grant activity. (For the purposes of this Act, alcohol is not considered a controlled substance.)
- (b) **If convicted of a criminal drug offense** that is the result of a violation occurring during the conduct of any grant activity, he or she will report the conviction to the Arts Endowment's Grants & Contracts Officer, in writing, within ten calendar days of the conviction. This notice must include the grant number of each affected grant.



---

## **Agency Contacts**

If you have questions about your application, please contact the Literature staff at 202/682-5034.

---

## Other Information

### Translation Projects

Through fellowships to published translators of exceptional talent, the Arts Endowment supports projects that involve the specific translation of prose, poetry, or drama from other languages into English. Non-matching grants are for \$10,000 or \$20,000, depending upon the artistic excellence and merit of the project. This category accepts applications for prose, poetry, and drama every year.

### Standards for Service

The Arts Endowment has set the following standards for serving applicants. We pledge to:

- Treat you with courtesy and efficiency.
- Respond to inquiries and correspondence promptly.
- Provide clear and accurate information about our policies and procedures.
- Provide timely information about funding opportunities and make guidelines available promptly.
- Promptly acknowledge the receipt of your application.
- Ensure that all eligible applications are reviewed thoughtfully and fairly.

We welcome your comments on how we're meeting these standards. Please address them to: Standards for Service Coordinator; Room 628; National Endowment for the Arts; 1100 Pennsylvania Ave., NW; Washington, DC 20506-0001; phone: 202/682-5408; e-mail: [webmgr@arts.endow.gov](mailto:webmgr@arts.endow.gov), attention: Standards for Service Coordinator.

For questions about these guidelines or your application, contact the Literature staff at 202/682-5034.

### Reporting Burden

The public reporting burden for this collection of information is estimated at an average of 12 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Arts Endowment welcomes any suggestions that you might have on improving the guidelines and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Office of Guidelines & Panel Operations, Room 516, National Endowment for the Arts, 1100 Pennsylvania Avenue, NW, Washington, DC 20506-0001. Note: Applicants are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.